

# Lot Line Adjustment Submittal Requirements



## PURPOSE

The purpose of a Lot Line Adjustment is to allow for the minor adjustment of a boundary line to transfer land between adjacent lots provided this does not result in a new lot or create a lot which is non-conforming to the requirements of the Subdivision or Zoning Ordinance.

Lot Line Adjustment proposals are reviewed through a Level 1 Review process (administrative review) and shall comply with all standards and criteria set forth in the Issaquah Municipal Code (Chapter 18.13 (Subdivisions)).

## SUBMITTAL REQUIREMENTS

- ☐ One completed original Permit Application, signed and dated. ([Permit Application](#)).
- ☐ One copy of an Affidavit of Ownership/Agent Authority form, signed and notarized by all property owners and lots involved that are part of the Lot Line Adjustment application. ([Affidavit of Ownership/Agent Authority](#))
- ☐ One meets and bounds legal description of the proposed lots, prepared by a licensed land surveyor. Provide on the application for or as an attachment.
- ☐ Accurate legal description of any proposed utility or access easements, if applicable.
- ☐ Application fee: Lot Line Adjustment fee. ([Application fees](#))
- ☐ One Title Insurance Report of subject property to confirm that the title of the lands as described and shown on the Lot Line Adjustment s is in the name of the applicant(s).
- ☐ Eight copies of a narrative describing the project, include the square footage of the existing lot and reconfigured lots.
- ☐ Eight copies of a vicinity map that identifies the location of the Lot Line Adjustment property in relationship to its surrounding vicinity. (may be fulfilled with the Lot Line Adjustment drawings)
- ☐ Eight copies of Lot Line Adjustment drawings, at a size of 18" x 24". The drawing shall be prepared by a licensed land surveyor. Bound sets of plans are to be folded to fit into an 8 ½" 11" folder. The scaled drawing shall show:

Dimensions of all existing property lines and the proposed property lines.

1. The existing property line to be adjusted with a solid line “\_\_\_\_\_” and labeled as “old line”.
2. The proposed property line to be adjusted with a dashed line “-----” and labeled as “new Line”.
3. Identify all adjacent streets and alleys using City of Issaquah street names, not King County names.
4. Show the dimensions of existing and proposed utility or access easements.
5. Show all existing structures, parking lots, and other on-site improvements and the distances to property lines.
6. Show north arrow, with the north arrow oriented to the top of the drawing.
7. Show graphic scale.
8. Identify the lots as Lot A, Lot B, or Lot C (or you may also use numbers).
9. Show square footage of new configured lots.

☐ Two copies of closure calculations.

☐ One copy of an electronic version of the Lot Line Adjustment drawings in a PDF format.

### **LOT LINE ADJUSTMENT CRITERIA (IMC 18.13.430)**

The Development Services Department Director/Manager may approve the proposed lot line adjustment if it meets the following criteria:

1. Compliance with all requirements of the zoning code for the zoning district, in which the property is located as identified on the zoning map, such as lot size and required yards; and
2. All lots shall be adjacent to, or have a legally created means of access to, a City street; and
3. The applicant shall provide a current title report identifying all persons and entities having any interest in the real property which is the subject of the proposed lot line alteration. The approval of the proposed lot line adjustment by signature of the persons or entities having an interest in the real property shall be provided as required by the Director/Manager.

### **REVIEW AND APPROVAL PROCESS**

1. Applicant makes an Intake Appointment for the application with a Permit Technician by calling the Permit Center at (425) 837-3100 or by e-mail at [PermitCenter@issaquahwa.gov](mailto:PermitCenter@issaquahwa.gov)
2. The Development Services Department, upon receiving a Lot Line Adjustment application and the appropriate application fee, will first review the proposal for compliance with existing zoning and subdivision regulations, and any possible covenants on the site.
3. The application will be routed to City Departments that will have an interest in the review.
4. Based upon any city review comments, the Development Services Department may ask for more information, ask that corrections be made to the application, and/or approve the application with or without conditions.

5. A Notice of Application to surrounding property owners is not required.
6. Based upon any city review comments, the Development Services Department may ask for more information, ask that corrections be made to the application, and/or approve the application with or without conditions.
7. A written Notice of Decision (NOD) will be prepared and signed by the Development Services Department. Copies of the NOD will either be mailed or emailed to the parties of record. Following issuance of the NOD, an appeal period of 14 days occurs in which the decision or any conditions can be appealed to the Hearing Examiner.
8. The applicant is responsible for ensuring that the Lot Line Adjustment plan and all other documents are recorded with King County. The final plan that has the Lot Line Adjustment file number on it, signatures of the surveyor, property owner(s) and signed by the City shall be submitted to the King County Department of Records and Elections for recording. That office is located in the King County Administration Building at 500 4<sup>th</sup> Avenue, Seattle, WA 98104.
9. The applicant shall return a copy of the recorded drawing to the Development Services Department.
10. One electronic copy of the final plans shall be provided in a software format acceptable to the Public Works Department for updating City of Issaquah maps.
11. Upon approval and recording of the Lot Line Adjustment, rebar and cap (2 to 3 feet in length) shall be placed at all new property corners.

## **REVISION SUBMITTALS**

All revision must be submitted to the Permit Center and date-stamped by a permit technician. Each revision package must include the same number of sheets/documents that were required for the original submittal. The Permit center can be reached by calling 425-837-3100 or by e-mail at [PermitCenter@issaquahwa.gov](mailto:PermitCenter@issaquahwa.gov)

## **PLEASE NOTE**

1. The property owner bears the responsibility for accuracy and completeness of all information provided with or affecting the application submittal.
2. The Development Services Department may require additional information as needed. If you have any questions concerning your application submittal, please visit or contact the Issaquah Permit Center (425-837-3100) between 9:00 a.m. and 5:00 p.m., Monday through Friday or by e-mail at [PermitCenter@issaquahwa.gov](mailto:PermitCenter@issaquahwa.gov)